

TABLE OF CONTENTS

Preface	v
PROPERTY ACQUISITION AT WORK	vi
USING THIS HANDBOOK	viii

PHASE I — To Buy or Not to Buy

INTRODUCTION	I-1
HAZARD MITIGATION GRANT PROGRAM	I-1
FLOOD MITIGATION ASSISTANCE PROGRAM	I-2
CONTENTS OF THIS PHASE	I-3
CHAPTER 1 — THE BASICS	I-4
CRITERIA FOR PROJECTS FUNDED UNDER HMGP	I-4
MONEY MATTERS	I-8
TYPES OF PROPERTY ACQUISITION	I-11
METHODS OF PROPERTY ACQUISITION	I-12
PROPERTY ACQUISITION AND THE PROPERTY OWNER	I-13
CHAPTER 2 — GETTING STARTED	I-16
EVALUATE YOUR MITIGATION OPTIONS	I-16
DETERMINE YOUR STATE'S PRIORITIES AND PROCEDURES	I-17
IDENTIFY PROJECT TEAM	I-17
OUTLINE PROJECT STRATEGY	I-20
PRIORITIZE TARGET PROPERTIES	I-22
CONDUCT TOWN MEETING	I-24
COMMUNITY WANTS BUYOUT?	I-26
EXAMINE ABILITY TO COMPLETE PROJECT	I-27
EXAMINE PROJECT'S IMPACT ON COMMUNITY	I-28
COMMUNITY HAS RESOURCES AND CONSENSUS TO PROCEED?	I-30
APPENDIX	I-31
44 CFR PARTS 9 & 10	I-31
WHAT DO 44 CFR PARTS 9 & 10 MEAN TO MY COMMUNITY?	I-32

Table of Contents

PHASE II — Application

INTRODUCTION	II-1
CONTENTS OF THIS PHASE	II-1
CHAPTER 1 — FIRST THINGS FIRST	II-4
SUBMIT NOTICE OF PRE-APPLICATION.....	II-4
CONDUCT TOWN MEETING	II-5
START PROJECT PLANNING	II-10
CHAPTER 2 — READY, SET, APPLY!	II-14
COMPLETE PROJECT APPLICATION.....	II-14
SUBMIT APPLICATION TO STATE.....	II-22
CHAPTER 3 — WHILE YOU WAIT	II-24
FOLLOW UP	II-24
PREPARE TO RECEIVE A SUB-GRANT	II-24

PHASE III — Implementation

INTRODUCTION	III-1
CONTENTS OF THIS PHASE	III-1
CHAPTER 1 — BEFORE YOU DO ANYTHING ELSE . . .	III-4
COMPLETE ACTIVITIES FROM PHASE II, CHAPTER 3	III-4
CAREFULLY REVIEW YOUR SUB-GRANT AGREEMENT.....	III-4
GATHER COPIES OF APPLICABLE REGULATIONS AND PROCEDURES..	III-5
CHAPTER 2 — SET UP YOUR SUB-GRANT	
ADMINISTRATION SYSTEM	III-6
SET UP YOUR FINANCIAL RECORD-KEEPING SYSTEM	III-6
SET UP YOUR PROPERTY ACQUISITION	
PROJECT FILING SYSTEM.....	III-11
BUDGET YOUR ADMINISTRATIVE COSTS	III-16
CHAPTER 3 — FINISH WHAT YOU STARTED	III-19
IMPLEMENT POLICIES & PROCEDURES	III-19
SUBMIT PRESS RELEASE & CONDUCT TOWN MEETING	III-19
PROCURE NECESSARY SERVICES	III-23

CHAPTER 4 — ACQUIRE THOSE PROPERTIES!	III-26
MEET WITH PROPERTY OWNER	III-26
CONDUCT TITLE SEARCH & APPRAISAL	III-28
DETERMINE DUPLICATION OF BENEFITS	III-28
MAKE OFFER TO PROPERTY OWNER	III-30
PROPERTY OWNER ACCEPTS OFFER	III-31
REQUEST FUNDS FROM STATE	III-33
CONDUCT CLOSING	III-33
CLEAR AND INSPECT LAND	III-34
CHAPTER 5 — CONDUCT SUB-GRANT CLOSEOUT	III-35

PHASE IV — Open Space Management

INTRODUCTION	IV-1
CONTENTS OF THIS PHASE	IV-1
CHAPTER 1 — OPEN SPACE USE	
QUESTIONS & ANSWERS	IV-3
HOW MAY WE USE OUR OPEN SPACE?	IV-3
WHAT IS PROHIBITED ON OPEN SPACE?	IV-4
HOW CAN OPEN SPACE BENEFIT MY COMMUNITY?	IV-4
CHAPTER 2 — PLANNING	IV-8
IDENTIFY OPEN SPACE WORKGROUP	IV-8
INVOLVE COMMUNITY	IV-11
PREPARE OPEN SPACE CONCEPT PLAN	IV-13
CHAPTER 3 — IMPLEMENTATION & LONG-TERM MANAGEMENT	IV-17
OBTAIN FUNDING	IV-17
OBTAIN TECHNICAL ASSISTANCE RESOURCES	IV-18
IMPLEMENT YOUR OPEN SPACE PLAN	IV-18
MANAGE & MAINTAIN OPEN SPACE PROPERTY	IV-19
Glossary	G-1

Table of Contents

List of Acronyms **A-1**

Index **Index-1**